



DEPARTMENT OF THE NAVY  
NAVY SPACE SYSTEMS ACTIVITY  
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LOS ANGELES, CALIFORNIA 90009

IN REPLY REFER TO:

NAVSPASYSACTINST 5400.1J  
00/CPD:bjg  
21 Nov 1989

NAVSPASYSACT INSTRUCTION 5400.1J

Subj: NAVY SPACE SYSTEMS ACTIVITY ORGANIZATION

Ref: (a) SPAWARINST 5430.21A  
(b) SPAWARINST 5450.28B

Encl: (1) Navy Space Systems Activity Organization Manual

1. Purpose. To promulgate a revised Navy Space Systems Activity (NSSA) Organization Manual in accordance with references (a) and (b), and to implement the provisions thereof.

2. Cancellation. NAVSPASYSACT Instruction 5400.1I of 22 October 1986 is cancelled.

3. Scope. The Navy Space Systems Activity Organization Manual is the official compilation of the organization charts and functional guides depicting the organization structure, mission, responsibilities, and functions of the Command. The objective of the organization is to attain optimum effectiveness in the assigned functions of the Command within the boundary of guidance currently provided by higher authority. Some departments within this Command are also integrated into Joint Program Offices (JPO) and System Program Offices (SPO) within Air Force Space Systems Division (SSD).

4. Action. The organization reflected in enclosure (1) will be maintained on a current basis. To this end, Department Heads will review their functional guides periodically and recommend desired changes to the Commanding Officer, who retains approval authority on changes or revisions. Changes will be made only in accordance with procedures prescribed in reference (a).

C. P. DOWNS

Distribution  
NAVSPASYSACTINST 5215.1C  
Code E

NAVY SPACE SYSTEMS ACTIVITY (NSSA)  
ORGANIZATION MANUAL

NAVY SPACE SYSTEMS ACTIVITY (NSSA)  
ORGANIZATION MANUAL

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NAVY SPACE SYSTEMS ACTIVITY (NSSA)  
ORGANIZATION MANUAL

Status and Command Relationships

The Navy Space Systems Activity (NSSA) is a shore (field) activity in an active operating status under a Commanding Officer and under the command of the Commander, Space and Naval Warfare Systems Command (COMSPAWAR). NSSA is subject to the area coordination authority of the Commanding Officer, Naval Station, Long Beach, CA. The Navy Space Systems Activity (NSSA) Organization Manual contains the official mission and functions as prescribed by the Commander, Space and Naval Warfare Systems Command (COMSPAWAR) and the current and planned assignments of duties and responsibilities in order to fulfill the organization mission. The functional guides contained herein prescribe the duties, responsibilities and authority of the Commanding Officer, departments, and offices of Navy Space Systems Activity, Los Angeles, CA, and its detachment located at Robins AFB, GA. Support services and activities are included as Appendix 1. Appropriate Command instructions and notices contribute more detailed information and guidance on internal NSSA policy and procedures.

NSSA Missions and Functions

1. Mission. To provide engineering and management support for the development of space systems determined by COMSPAWAR; to be responsive to the requirements of other naval activities responsible for the development of systems which interface or interact with space systems; to conduct long-range studies and analyses oriented toward optimum application of space technology to Navy requirements; to represent the Commander, Space and Naval Warfare Systems Command to the Commander, U. S. Air Force Space Systems Division (SSD); to perform as assigned the Navy management and engineering functions related to joint service space systems development and to coordinate with the U. S. Air Force Space Systems Division on conceptual, technical, and engineering aspects of space developments and programs of mutual interest.

2. Functions. The specific functions to be accomplished in support of the space systems responsibilities of the Commander, Space and Naval Warfare Systems Command are:

a. Represent the Commander, Space and Naval Warfare Systems Command to the Commander, Air Force Space Systems Division (SSD). Assign NSSA personnel to support those Air Force project offices identified by COMSPAWAR.

b. Conduct developmental engineering of space systems segments as assigned, ensuring satisfactory progress and conclusion of precursor technology work prior to full-scale design.

c. Monitor the production and deployment phases of space systems, including ground and ship-based segments as assigned, ensuring compliance with current Navy/DOD directives, procedures, and procurement regulations.

d. Conduct a beneficial technology interchange with USAF Space Systems Division (SSD) for those systems concepts in which a shared interest exists.

e. Coordinate associated Navy support effort to DOD and DOD-NASA space launch programs. Provide Navy representation as required.

f. When directed by COMSPAWAR, conduct studies and analyses defining the optimum application of space technology to Navy requirements. In those cases where precursor technology work on promising concepts is required for coherent development, provide sufficient decision data to the project office for a determination of the direction of further exploration.

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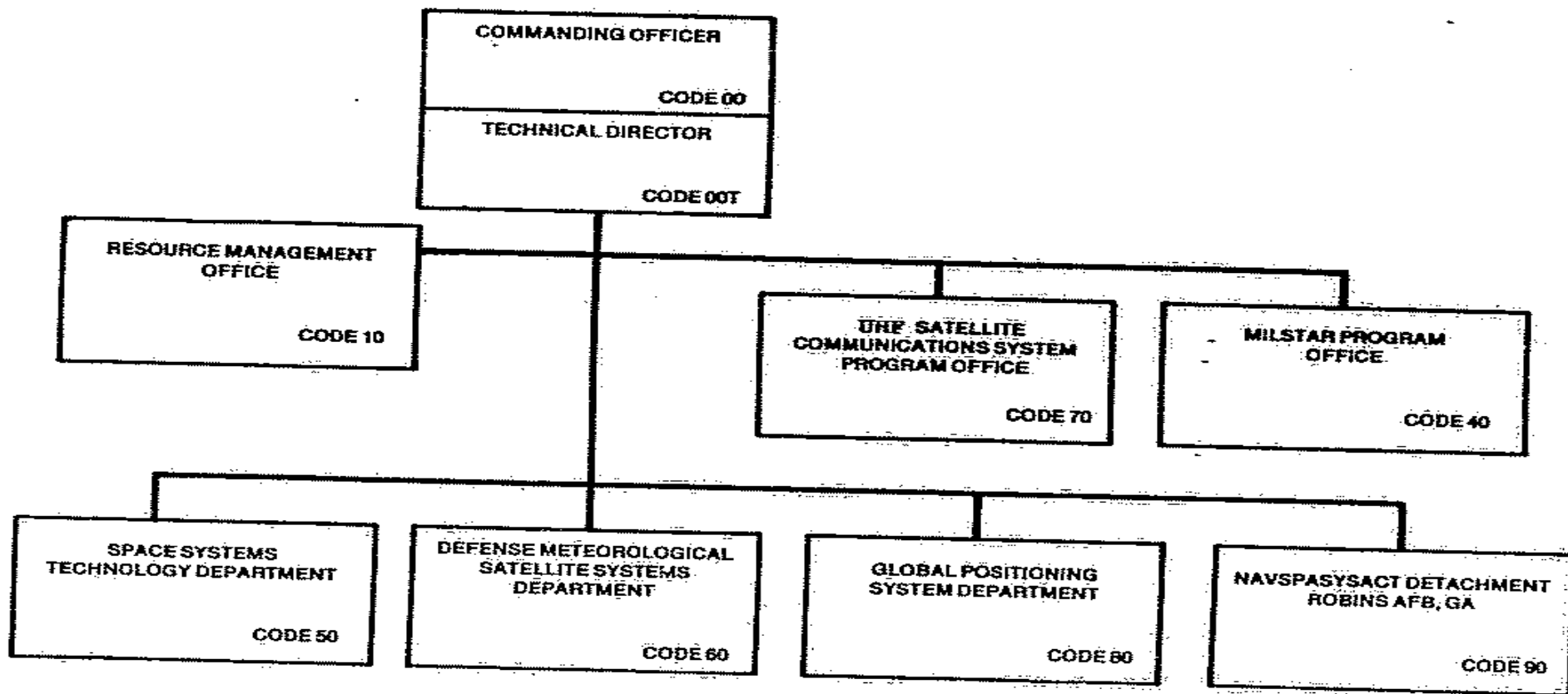
g. Coordinate the support provided by other naval activities to those areas for which the Navy Space Systems Activity has cognizance.

h. Exercise other responsibilities as may be assigned by COMSPAWAR.



NAVY SPACE SYSTEMS ACTIVITY (NSSA)

# ORGANIZATION



Organization Chart  
Navy Space Systems Activity (NSSA)

Functional Guides

Commanding Officer (Code 00)

Responsible for the overall organization and administration of the Activity in fulfillment of its assigned mission and functions in accordance with U. S. Navy Regulations and all applicable directives of higher authority. The Commanding Officer is also the Equal Employment Opportunity (EEO) Officer.

Technical Director (Code 00T)

Principal civilian of the Command and the senior advisor to the Commanding Officer. Directly participates in planning, organizing, managing, appraising, and directing the activities of the Command. Develops the Command technical and management capabilities with special emphasis on the development of a highly professional technical staff. Exercises technical direction of all departments to the extent necessary to ensure effective execution of programs.



Resource Management and Operations Office (Code 10)

Command Management and Operations Office (Code 10) staff are responsible for providing Activity-wide support in the following areas:

I. Financial Management

A. Command Budget

1. RDT&E/EOB/TOB
2. Reimbursable
3. Non-SPAWAR

B. Purchasing & Accounting

1. Civilian Wages
2. Military & Civilian Travel
3. Miscellaneous Purchases/Services

II. Manpower Management

- A. Managing to Payroll (MTP)
- B. PPBS Programming
- C. Position Management
- D. Staff Plan/Personnel Directory
- E. Mobilization
- F. Civilian Personnel Services

1. Timekeeping/Payroll/Leave
2. Staffing/Classification liaison/coordination
3. Training/Employee Development
4. Incentive Awards
5. Performance Appraisal (PARS/PMRS) coordination
6. Employee Incoming/Outgoing processing

G. Military Personnel Services

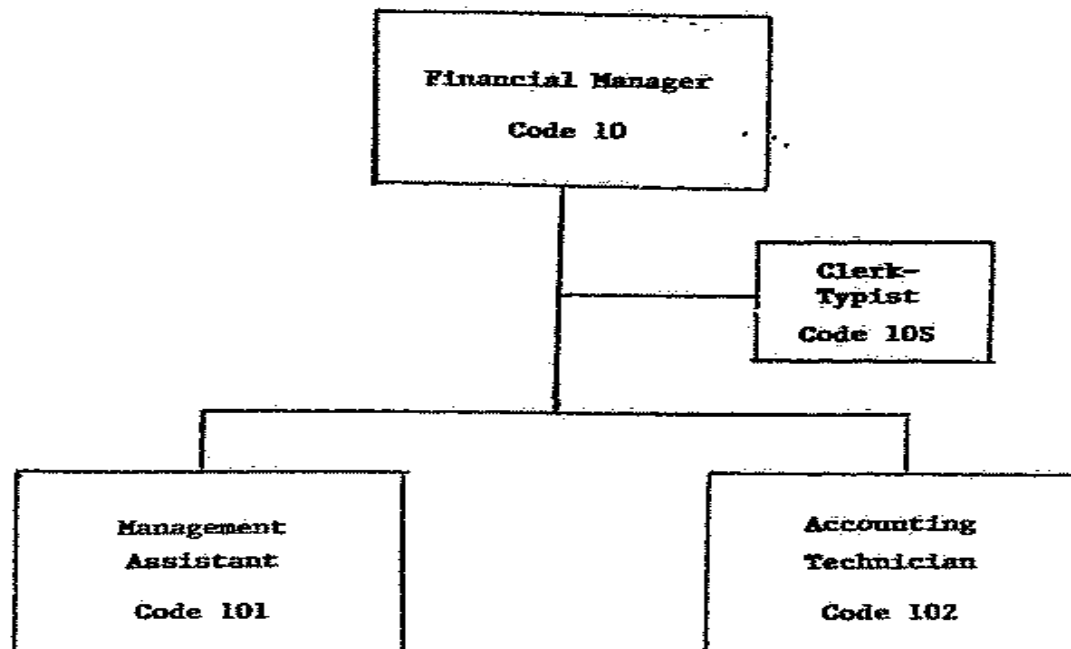
1. Timekeeping/Payroll/Leave
2. Officer Distribution Control Report (ODCR) monitoring/subspecialty code updates
3. FITREPS processing
4. Member Incoming/Outgoing processing

III. Operations Management

Management Control/Management Review Programs  
Internal Review Program  
Productivity Program  
Management Initiatives Program  
Total Quality Management (TQM) Program  
Equal Employment Opportunity (EEO); Deputy EEO/Affirmative  
Action Program (AAP); Federal Women's Program (FWP);  
Upward Mobility Program liaison/coordination  
Drug Free Workplace Program coordination  
Security Management & Administration  
ADP Security  
Centralized Classified Material Custodian  
Inspector General liaison/coordination  
Inter/Intra-Service Support Agreement (ISA) liaison/  
coordination  
Property Administration  
Plant & Minor Property Custodian  
NSSA Archives (document library)  
Command History coordination  
RDT&E Center Management Brief coordination  
Confidential Statement of Financial Interests (DD Form  
1555) liaison/coordination with SPAWAR OOC

**Organization Chart**

**Resource Management and Operations Office (Code 10)**

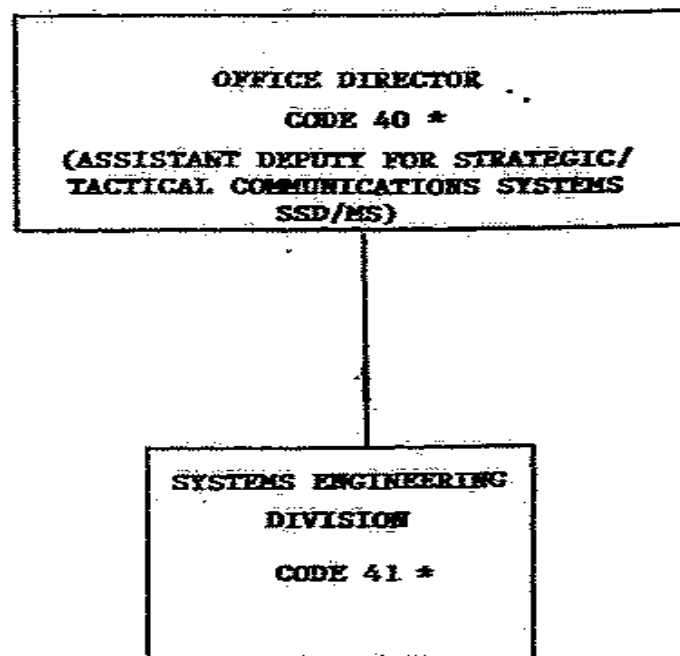


MILSTAR Office (Code 40)

Code 40 provides for all Navy participation in the MILSTAR Joint Program Office (JPO). The MILSTAR Office Director is responsible for management, technical direction and coordination of all program efforts in the JPO. The Systems Engineer (Code 41) is responsible for overall systems level engineering of the MILSTAR program. The incumbents of both positions are assigned to NSSA for administrative support only and report directly to the Program Director, MILSTAR Joint Program Office, USAF Space Systems Division.

Organization Chart

MILSTAR Office (Code 40)



\*ASSIGNED TO NSA FOR ADMINISTRATIVE SUPPORT ONLY.

Advanced Systems and Technology Department (Code 50)

The Advanced Systems and Technology Department (Code 50) is responsible for program management, technical direction, and coordination of assigned Navy space programs and for the conduct and coordination of long-range studies and promotion of the optimum application of space technology to Navy requirements. Code 50:

1. Provides integration management and operational effectiveness and suitability support to Navy advanced space systems and technology programs. Scope of responsibility includes, but is not limited to, mission analysis, spaceflight integration, system reliability, availability, maintainability (RAM), system test and evaluation (T&E), vulnerability/survivability, facilities and human factors. As executive agent for Navy participation in the Department of Defense (DOD) Space Test Program (STP):

a. Acts as the primary point of contact between the Navy and the U. S. Air Force Space Test Program Office concerning launch support of Navy sponsored experiments.

b. Evaluates the relative importance of proposed experiments.

c. Provides recommendations to the Commander, Space and Naval Warfare Systems Command (COMSPAWAR), including priorities.

d. Participates as a Navy member on committees and panels for the STP.

e. Represents Navy experiment sponsors in their contacts with the STP representatives of other organizations as requested by the sponsors.

2. Responsible for technical management and systems engineering support to Navy advanced space systems and technology programs. Scope of responsibility includes, but is not limited to, system level performance and spaceflight requirements analysis, functional analysis, requirements allocation, and trade studies for space-based sensing and communications systems.

a. Support Navy space programs relative to flight assignment, payload integration, mission operations, cost estimating, engineering and contractor assessments.

b. Determine compatibility of Navy space programs with existing or projected space launch and control systems with respect to technical, schedule, and cost parameters.

c. Represents Navy space interests at both acquisition and operational activities of DOD space launch and control systems programs.

3. Responsible for technical management and system technology support to Navy advanced space systems and technology programs. Scope of responsibility includes, but is not limited to, air/ocean tactical applications, computer resources, selected space technologies, logistics research and development requirements, Independent Research and Development (IRAD) and Navy Industry Cooperative Research and Development (NICRAD) programs.

a. Ensures that performance, cost, and schedule criteria are met insofar as possible, and advises the Commanding Officer in a timely manner of any impending exceptions.

b. Manages and provides technical direction to subordinate project efforts assigned to other Navy/DOD activities and industry.

c. Negotiates and subsequently meets all required interfaces with other agencies, including those which will use the system or its output; those which will provide launch and/or operational support; and, those whose functions require or are required by the system.

d. Represents the Commanding Officer as required in conferences and meetings related to the projects assigned to Code 50.

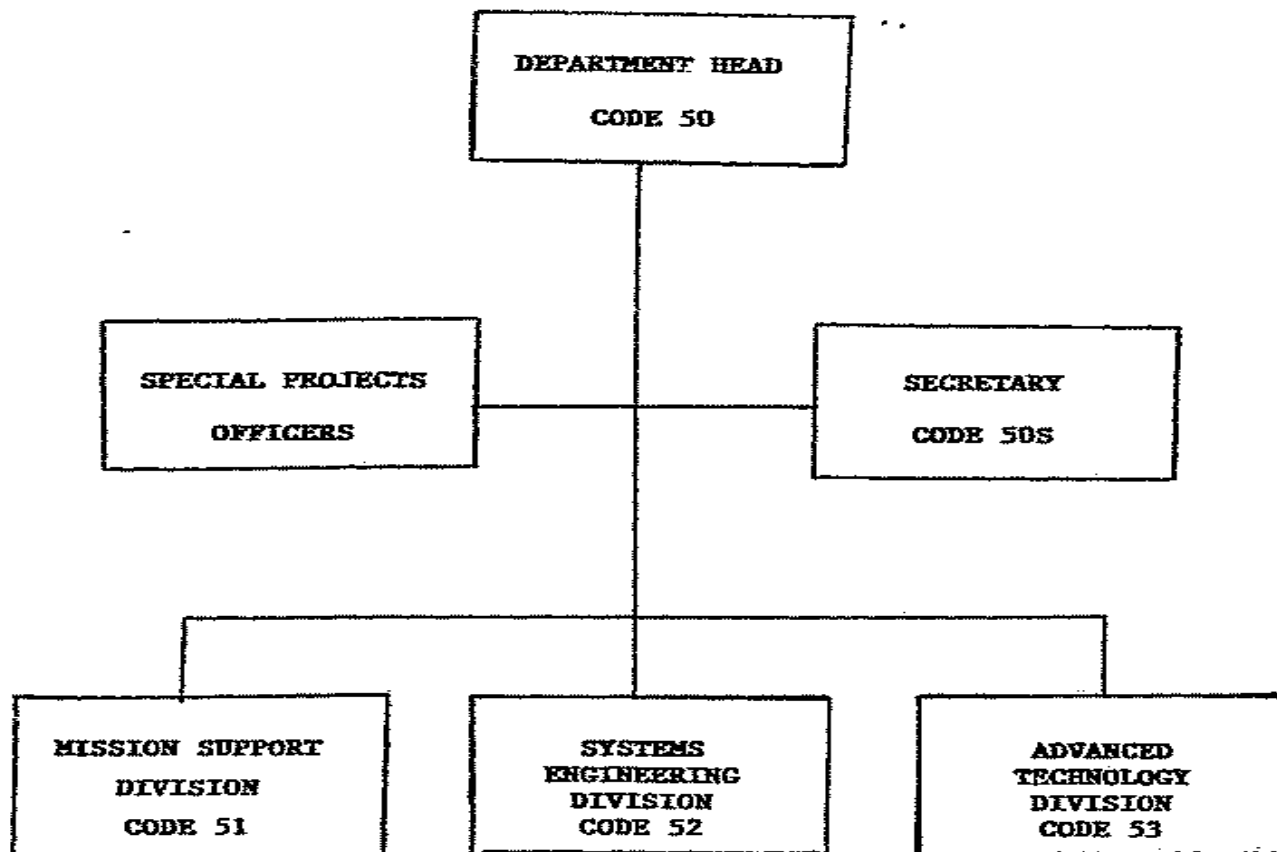
4. Manages assigned space systems study tasks and component developments which are not associated with the mission areas of other departments.

5. Accepts such other responsibilities as may be assigned by the Commanding Officer.

**Organization Chart**

**Advanced Systems and Technology Department**

**(Code 50)**





Defense Meteorological Satellite Program Department  
(DMSP, Code 60)

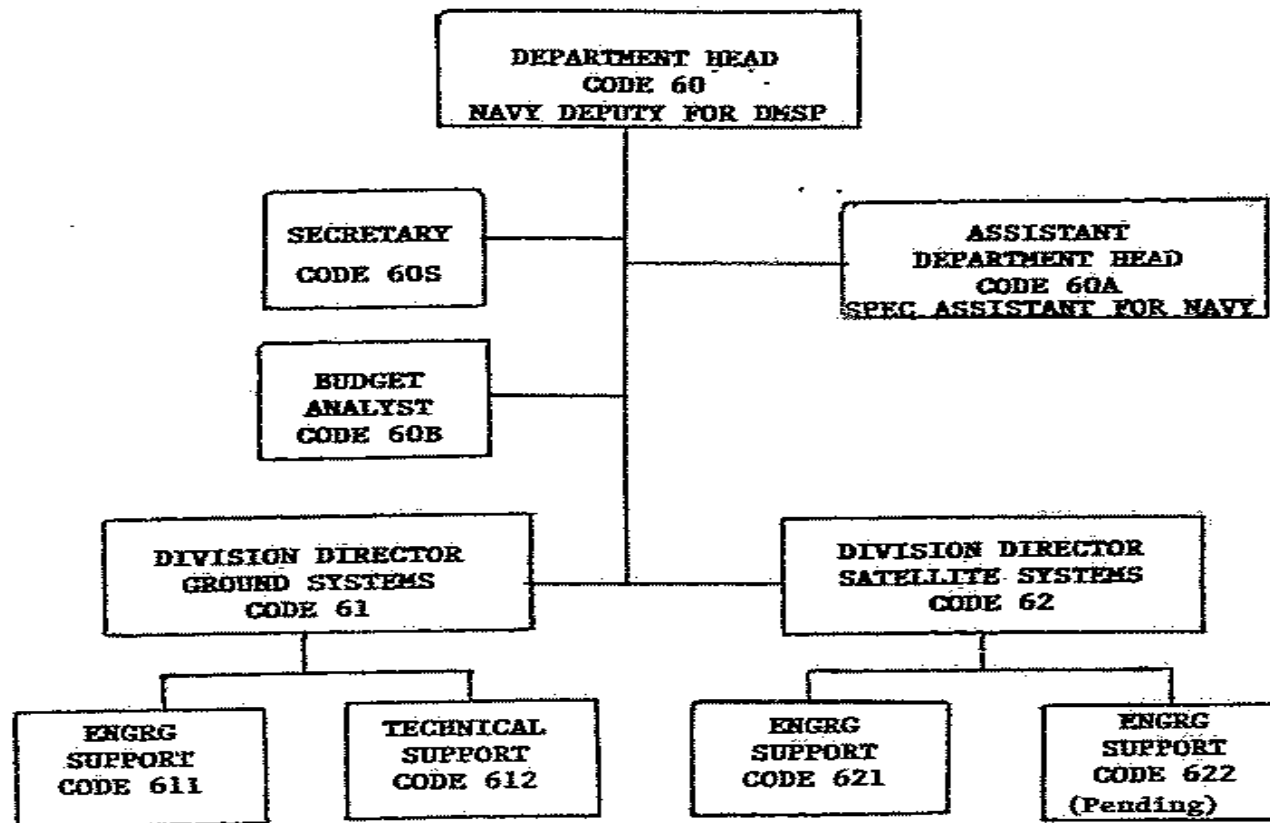
The Navy Deputy for DMSP is the Navy's single point of contact at USAF Space Systems Division (SSD) for DMSP satellite matters. He is responsible for overall management of the Navy Space systems Activity participation in DMSP and exercises authority in the technical and financial aspects of the program, subject to review by the Commanding Officer. Responsibilities include:

1. Monitoring satellite systems development with the guidance provided by competent authority, including both specific guidance and the formal guidance of broader applicability provided through directives, plans, etc.
2. Evaluating Statements of Work (SOW), specifications, and other procurement documents necessary to initiate procurements, change orders and task assignments.
3. Ensures that performance, cost and schedule criteria are conscientiously pursued and advises the Commanding Officer in a timely manner of any impending exceptions.
4. Monitors and evaluates progress on subordinate project efforts assigned by Navy activities to DMSP.
5. Negotiates and subsequently monitors and coordinates all required interfaces with other agencies including those which will use the DMSP system or its output and those which will provide launch and/or operational support.
6. Represents the Commanding Officer, SPAWAR, or other Navy commands, in conferences and meetings relating to the DMSP related satellite programs.
7. Ensures compliance with Navy special security requirements, physical installation tolerance, meeting crypto requirements, etc.
8. Coordinates all Navy specific test plans and operational evaluations at contractor's plants, government labs, Navy shore facilities and aboard ships.

9. Monitors new developments in remote sensing technology and reports to SPAWAR and other appropriate Navy agencies.
10. Acts as Contracting Officer Technical Representative (COTR) and provides SPAWAR with technical evaluation on progress of special Navy procurements.
11. Interfaces on a working level with Navy users to ensure designated SPAWAR projects and/or acquisitions meet requirements.
12. Performs other duties as may be assigned by the Commanding Officer.

Organization Chart

Defense Meteorological Satellite Program Department (Code 60)



UHF Satellite Communications Office (Code 70)

Provides technical support to the Communications (RF) Satellite System Office (PMW-146). Primary effort is support of the UHF Follow-On program production and test activities. Program will continue to support FLTSATCOM and LEASAT programs with technical support.

1. UHF Follow-On tasks include, but are not limited to:

a. Monitoring technical activities in support of UHF Follow-On launch systems and architecture, including launch trajectory analysis, launch and control facility interface analysis, launch vehicle cost/capability analysis and recommendations.

b. Monitoring technical activities and reviewing CDRLs and other deliverables in support of UHF Follow-On satellite design and development.

c. Provide technical support at meetings and design reviews relating to UHF Follow-On production efforts.

d. Provide technical procurement assistance for statement of work (SOW) and specification revisions, engineering change proposals (ECP), etc.

e. Maintain an onsite office at the contractor's facility to monitor and coordinate the onsite and offsite support identified in the preceding paragraphs.

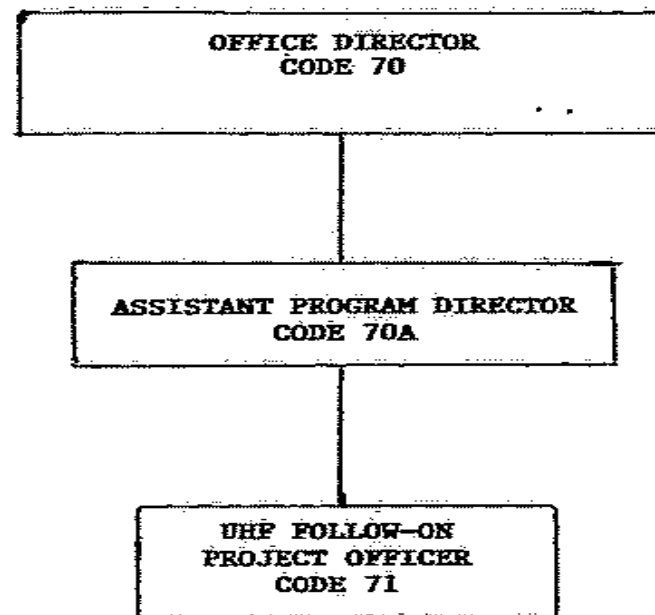
f. Provide technical support at meetings, and design, production and test reviews for the GFE Dual Channel Processor Project (DCPP) for the UHF Follow-On Program.

2. FLTSAT support at Headquarters Space Systems Division (SSD) for Naval Space command and PMW-146.

3. LEASAT support for PMW-146 as required.

Organization Chart

UHF Satellite Communications Office (Code 70)



Global Positioning Systems (GPS) Department (Code 80)

Code 80 provides for all Navy participation in the NAVSTAR Global Positioning System (GPS) Joint Program Office (JPO). Because of the unique requirements of a JPO, many of the responsibilities of GPS department personnel will be assigned by the manager of the JPO. However, all GPS personnel are accountable to Code 80 for their accomplishments, and Code 80 is responsible for all performance evaluations.

1. Providing overall program management for the development and incorporation of the GPS throughout the Navy. This will be accomplished by:

a. Providing engineering expertise to support user equipment (UE) development, test, and integration on Navy platforms.

b. Accomplishing the detailed planning and coordination for production, personnel training, logistics support, and maintenance of GPS equipment to be installed on Navy vehicles.

c. Preparing detailed financial plans for Navy acquisition of GPS equipment.

d. Managing transfers and expenditures of Navy funds in support of GPS development.

e. Acting as single point of contact for the Navy to this Joint Program Office. Code Department Head will serve as JPO Deputy Program Manager - Navy (SSD/MZN).

2. Performing other duties as assigned by NSSA Commanding Officer.

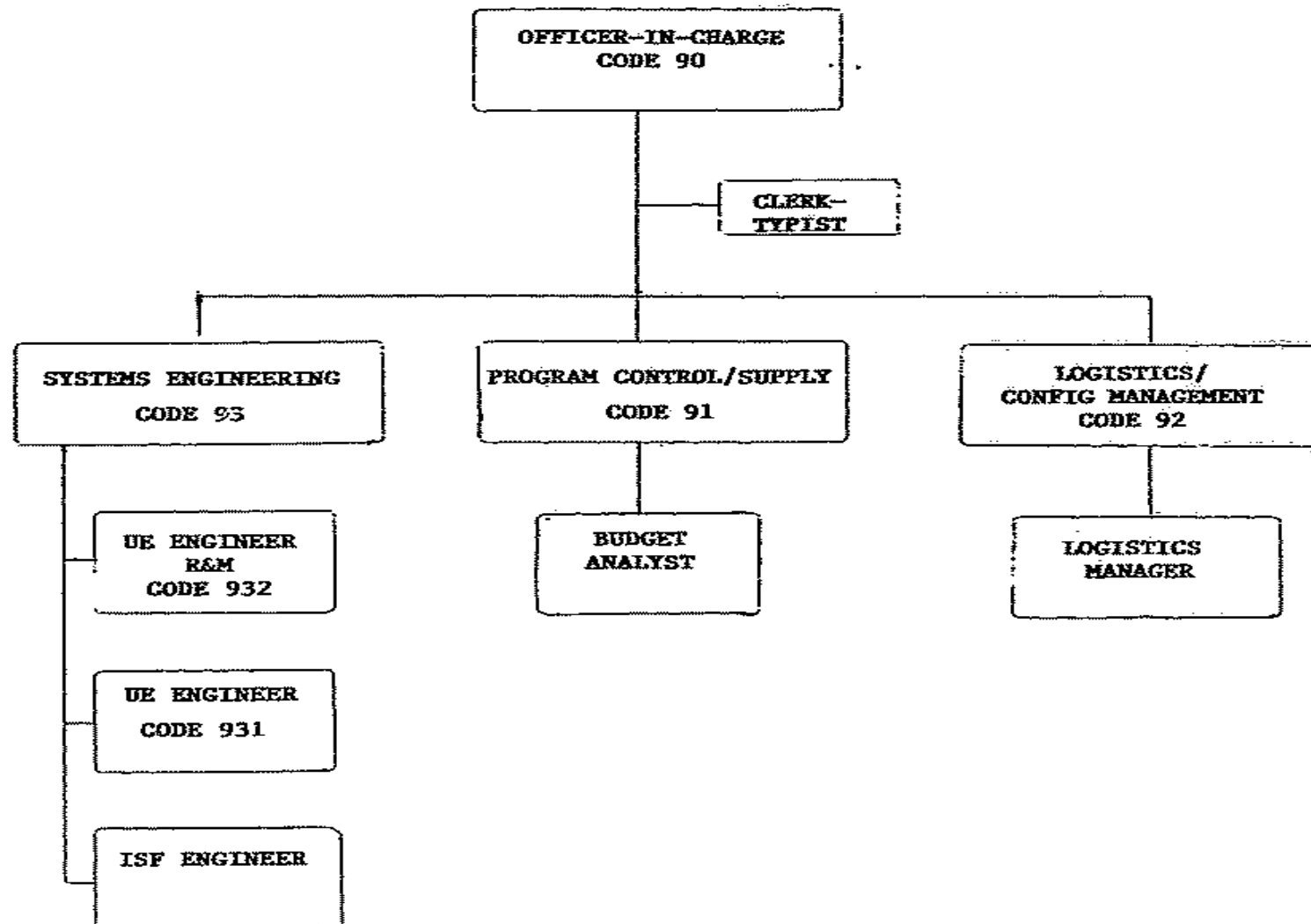
Navy Space Systems Activity Detachment

Robins AFB, GA (Code 90)

The Navy Space Systems Activity (NSSA) Detachment (Code 90) is located in the Joint Service System Management Office (JSSMO) onboard Warner Robins Air Logistics Center (WR-ALC), Robins AFB, GA. The JSSMO is the designated activity to assume program management responsibility and control of the NAVSTAR Global Positioning System (GPS) from the current program manager at Space Systems Division, Los Angeles AFB, CA.

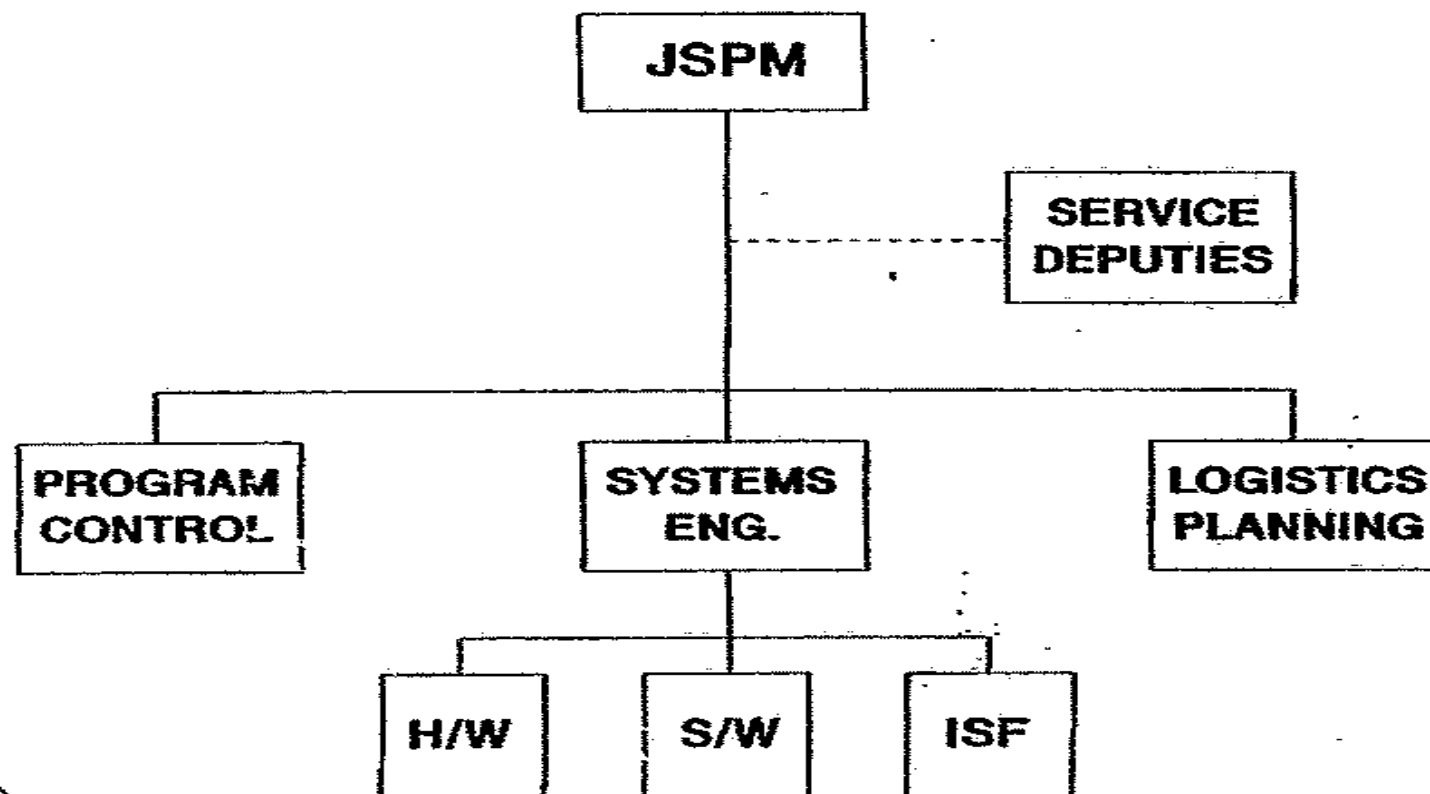
NSSA Detachment personnel are positioned at the JSSMO to provide a single point of contact to present Navy logistics issues and requirements to the joint service program manager. They are also tasked to lend dedicated, onsite Navy management attention to the GPS program at WR-ALC. As the program management responsibility transfer occurs, NSSA Detachment personnel, as an integral part of the JSSMO organization, will be responsible for or participate in a wide range of life cycle logistics support and sustaining engineering activities for GPS. These activities include, but are not limited to, program control and fiscal management, procurement and provisioning, production/retrofit management, reliability and maintainability improvement, platform integration management, configuration management, depot repair and software support, and disposal planning.

Organization Chart  
Navy Space Systems Activity Detachment  
Robins AFB, GA (Code 90)





## **JSSMO ORGANIZATION (UE)**



Organization Chart (continued)  
NSSA Detachment, Robins AFB, GA (Code 90)

Appendix 1

Support Services and Activities

USAF Space Systems Division (SSD):

- Custodial Services
- Fire & Police Protection
- Medical and Dental Services (Military)
- Transportation
- Utilities
- Civil Engineering
- Office Supplies
- Furniture
- Office Machine Repair
- Audiovisual Services
- Postal (U. S. Mail Service)
- Guard Mail (Internal SSD)
- Classified Material Destruction Facility
- Printing and Art Services
- Publications and Forms Supply
- Legal Services
- TDY Travel Services (Military & Civilian)
- Scheduled Airline Ticket Office (SATO)
- Disaster Preparedness
- Information Office Services
- Recreation/Community Services
- Family Services
- Communications (message traffic)

Navy Finance Office, Long Beach, CA:

- Military Disbursing Services

Naval Regional Contracting Office, Long Beach, CA:

- Contracting Services

Naval Station, Long Beach, CA:

- Personnel Support Activity (PSD) Detachment
- Immediate Area Coordination
- Recreational and Club Facilities
- Bachelor Officer Quarters (BOQ)
- Military Family Housing Office
- Navy Exchange and Commissary

Commander, Naval Base, San Diego, CA:

Area Coordination  
Western Field Division, Naval Civilian Personnel Command  
Bachelor Officer Quarters (BOQ)

Naval Supply Center (NSC), San Diego, CA: (Long Beach Annex)

Stores/Issues (SERVMART)

Naval Supply Center (NSC), San Diego, CA:

Cost and Property Accounting (including allotment accounting)  
Purchasing (Navy Peculiar/Sole Source items)  
Civilian Payroll Disbursing and Accounting

Naval Weapons Station (NWS), Seal Beach, CA:

Servicing civilian personnel office

NUMERICAL INDEX OF EFFECTIVE  
NAVY SPACE SYSTEMS ACTIVITY (NSSA)  
INSTRUCTIONS (NAVSPASYSACTINST) & NOTICES (NAVSPASYSACTNOTE)

<u>Instruction #</u>	<u>Subject</u>
1611.1G	Officers Fitness Reports
1700.1D	Navy Sponsor Program
2280.2A	Procedures for the Operation of Secure Telephone Unit Third Generation (STU-III) Terminals
3050.1P CH-1	Personnel Recall Procedures (Pyramid Alert Notification System)
3500.1A	NSSA Employee Development and Train- ing Program; Policy & Procedures for
4235.1C	Policy & Procedures for Procurement of Materials & Services
4235.2	Competition Advocacy Program
5041.1	Navy & DOD Hotline Programs
5102.1B	Reporting of Accidental Death or Injury of NSSA Personnel
5200.1A	NSSA Administrative Procedures
5200.27	Management Control Program
5215.1C	Navy Space Systems Activity Directive Issuance System
5239.1C	NSSA Automated Information System (AIS) Security Plan (AISSP)
5305.1F	Incentive Awards Program
5370.1H	Standards of Conduct

5400.1J	NSSA Organization
5510.1E	NSSA Information & Personnel Security Program Procedures Manual (Dec 1989)
5530.1A	Physical Security & Loss Prevention Program
7040.1C CH-1	Funds Authorization Acceptance & Control
7100.1	Policy, Procedures and Responsibilities for Develop- ment of the NSSA Annual Oper- ating Budget Request to HQ, SPAWAR
7200.1H CH-1	Travel Orders & Claims; Preparation & Submission
7410.1F	Civilian Timekeeping & Pay Administration
11016.1A	Navy Plant & NSSA Minor Property Accountability Policy & Procedures
12410.2B	Upward Mobility Program
12510.1A	Managing to Payroll
12713.1E	Equal Employment Opportunity Program, Management & Administration

<u>Notice #</u>	<u>Subject</u>
3050	Recall Pyramid Notification (7/88)
5041	Navy & DOD Hotline Programs (11/87)
5370	Standards of Conduct (11/89)
5400	Collateral Duty Assignments (12/89)
5400	Assumption of Command (6/90)
5400	Succession to Command (7/90)

NAVSPASYSACTNOTE 5215

7410	Assignment of Working Hours (4/91)
7420	Command Evaluation of the Civilian Timekeeping & Payroll Functions (3/91)
12713	EEO Committee (1/90)
12713	Deputy EEO Officer (7/90)